

ARIZONA
Department of Emergency and Military Affairs
POLICY LETTER

POLICY LETTER NO. 20.09

DATE 1 AUG 01

OPR DEMA/JP-P

SUBJECT: Dress and Grooming Standards for Civilian Attire

**REGULAR POLICY LETTER DISTRIBUTION
(POLICY LETTER 10.01)**

1. It is the policy of the Department of Emergency and Military Affairs (DEMA) to establish one policy That applies to all employees and locations of the Department regarding acceptable standards of dress and grooming for civilian attire. Wearing of military uniforms is addressed in DEMA Policy Letter 25.01 and in regulations published by each applicable branch of service.

2. As DEMA employees, we are all representatives of the agency in all of our contacts with the public. Co-workers, business or governmental representatives, and visitors to our buildings and facilities are all influenced by our personal appearance, attitude and demeanor. Our personal appearance and dress must be appropriate to our work environment. Clothing that is designed to be worn in an outdoor, maintenance shop or other fatigue environment would not necessarily be appropriate for wear by individuals assigned to work in a traditional office environment. If you are unsure if something is appropriate to wear, check with your supervisor first. Dress style may vary according to the specific job assignment; however, there is a threshold of unacceptable personnel attire and grooming for all employees.

3 Unacceptable or inappropriate dress include:

Workout or gym clothes, sweatpants and spandex wear
Bare midriffs, halter tops, tank tops, half shirts, tube tops
Clothing with offensive graphics, language or slogans
Rubber sandals, thongs, flip flops or slippers
Tight or short skirts or shorts


4. Minimum grooming guidelines:

Hair shall be clean, combed, brushed or styled
Clothing shall be clean, unstained, not torn or frayed
After shave, lotions, colognes or perfumes are to be used in moderation
Offensive body odors are unacceptable

5. When authorized by management, *Casual Dress* standards may include dress shorts, bermuda shorts, or walking shorts that are considered appropriate by an employee's supervisor or manager. The most important criteria is that casual dress should be professional and in good taste.

6. Management personnel and supervisors are expected to set a professional example with regards to dress and grooming standards. Management personnel and supervisors are responsible for administering the dress and grooming standards. Employees reporting to work dressed in an inappropriate manner will be counseled by their immediate supervisor and may be subject to corrective action. Employees will be sent home to change their clothing and return to work. Time lost will be charged to annual leave or leave without pay as appropriate. Repetitive incidents will be addressed through the progressive disciplinary process.

7. Any scheduled or unscheduled event that causes a significant change to a temperature controlled work environment (i.e. air conditioning or heating outage) will not be used as an excuse to circumvent the standards and guidelines of this policy.


DAVID P. RATACZAK
Major General, AZ ARNG
The Adjutant General